

65-8446

DD/S 65-8437

12 MAY 1965

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In compliance with your memorandum of 16 February 1965, I am transmitting herewith a report on the Safety Program of the Central Intelligence Agency.

I wish to assure you of the full cooperation of this Agency in reaching the objectives which you have established for Mission SAFETY-70.

((signed) W. F. Raborn

WILLIAM F. RABORN, JR.
Vice Admiral, USN (Ret.)

Attachment

Originated by DDS for Mr. McCone's signature
and concurred by /s/ L. K. White, DDS, on 26 Apr 65

Retyped by O/DCI/ :MMW (29Apr65) for Adm. Raborn's signature.

Distribution: O&I - Addressee w/a

- 1 - O/DCI w/a
- 1 - ER w/a

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JOHN A. McCONE
Director

Attachment

Distribution:

- Orig & 1 - Adse w/att
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- 2 - DD/S w/att Chrono, Subject
- 1 - D/Sec w/att

Concur: _____

26 APR 1965

Date

/s/ L. K. White

L. K. White
Deputy Director
for Support

**Report to the President
CIA Safety Program**

1. The responsibility for the Safety Program of the Central Intelligence Agency is assigned to its Director of Security, assisted by a Safety Committee of senior officials from various other segments of the Agency. A Safety Office is manned by two full-time professional safety officers who directly perform safety duties and supervise the directed safety work of designated personnel assigned to part-time safety duties in the various Agency components.

2. The laws under which the Agency conducts its activities prevent the submission in unclassified channels of data disclosing or indicating such matters as the organization of the Agency, the numbers of its personnel, and its budget. Hence, the Agency does not make statistical reports for publication through the Federal Safety Council, but through cooperation with the Council it obtains material and advice for implementing its internal Safety Program. The Safety Staff attends all meetings of the Federal Safety Council and the Federal Fire Council, and also serves on the Advisory Board of the Federal Safety Council.

3. The general safety procedures promulgated by the Federal Safety Council, the Federal Fire Council, and the various national safety organizations, are followed within the Agency through its internal Safety Staff, in cooperation with the Department of Labor, the General Services Administration, and other agencies of the Government.

4. The Agency safety officers give semi-annual training to several hundred employees in the fields of fire prevention and fire protection, and intensive training to a lesser number of employees in electrical, industrial, and other specialized fields of safety.

5. Accidents are reported through the Agency's Medical and Personnel Offices; investigations are conducted; and remedial action is recommended or taken in specific instances in an effort to preclude recurrences. As the Agency has been exempted from the "chargeback" system of the Bureau of Employees' Compensation, there are no "BEC" statistical indicators which can be submitted in this report. Likewise, no "BEC" accident frequency or severity rates can be submitted. However, the similar internal statistics maintained within the Agency indicate that the Agency safety record compares favorably with the published figures for other departments and agencies.

6. Safety surveys and inspections are conducted of all premises occupied by the Agency. The safety survey includes a review of evacuation plans and the conduct of a fire drill.

7. The Agency will attempt to meet the goals of Mission SAFETY-70, and will initiate action to supervise more closely the application of appropriate safety procedures in those areas where statistics indicate improvements are possible. A new program will be initiated to give safety briefings to all new and old employees, and the goals of Mission SAFETY-70 will be explained to all personnel, with particular emphasis on the necessary role of supervisory and managerial officials.

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<p align="center">CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</p>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<i>Col. White</i>				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks:</p> <p><i>I had the safety paper re-done and eliminated all statistics as they were meaningless for this purpose. Also the report has been considerably condensed.</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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BRIEF FOR: Director of Central Intelligence

THROUGH : Deputy Director for Support

SUBJECT : Safety Program of the CIA

1. On 16 February 1965, the President requested all Executive departments and agencies to review their safety programs and revise them, where necessary, to effect a reduction of 30 per cent in work injuries and costs by 1970.

2. The President also requested each agency head to furnish a report on his safety program.

3. In response to the President's request, the attached report has been prepared for your signature.



for Howard J. Osborn
Director of Security

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C. 20505

OFFICE OF THE DIRECTOR

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

Compliance
In ~~accordance~~ with your memorandum of February 16,
I am transmitting herewith a report on
1965, the Safety Program of the Central Intelligence Agency ~~has~~
~~been reviewed and the attached report prepared.~~

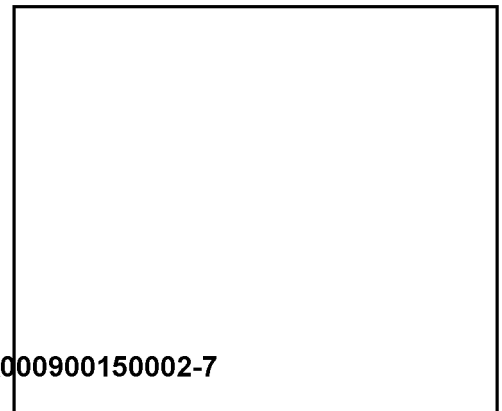
of the full cooperation of the
I wish to assure you that the Central Intelligence Agency
in reaching the ~~will exert every effort~~ *where you have established*
in accomplishing the objectives of Mission

SAFETY-70* ~~and in complying with your Safety Policy for the~~
~~Federal Service.~~

JOHN A. McCONE
Director

ILLEGIB

Attachment



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CIA Safety Program**

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13 APR 1965

BRIEF FOR: Director of Central Intelligence


THROUGH : Deputy Director for Support

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1. On 16 February 1965, the President requested all Executive departments and agencies to review their safety programs and revise them, where necessary, to effect a reduction of 30 per cent in work injuries and costs by 1970.

2. The President also requested each agency head to furnish a report on his safety program using the guidelines prepared by the Federal Safety Council.

3. In response to the President's request, the attached report, utilizing the guidelines to the extent possible within security limitations, was prepared for your signature.


Howard J. Osborn
Director of Security

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MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with your memorandum of February 16, 1965, the Safety Program of the Central Intelligence Agency has been reviewed and the attached report prepared using the guidelines established by the Federal Safety Council.

I wish to assure you that the Central Intelligence Agency will exert every effort in accomplishing the objectives of Mission SAFETY-70 and in complying with your Safety Policy for the Federal Service.

JOHN A. McCONE
Director

Attachment

Distribution:

- Orig & 1 - Adse w/att
- 1 - Signing Official w/att
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- ② - DD/S w/att
- 1 - D/Sec w/att

Concur: _____

(Date)

L. K. White

Deputy Director
for Support

**Report to the President
CIA Safety Program**

*Reviewed
93 April 1983*

I. GENERAL INFORMATION

- a. The Director of Central Intelligence has assigned the responsibility of developing and fostering a safety program to the Director of Security. The internal safety policy for the Central Intelligence Agency is established by regulation and administered by the Director of Security, assisted by a safety committee. This committee is comprised of senior officials representing the various segments of the Agency.
- b. The safety organization for this Agency in the Washington, D. C. area is comprised of a Safety Officer, GS-14; an Assistant Safety Officer, GS-12; and a Secretary, GS-5. The full-time safety organization in the field consists of one GS-9. The number and grades of part-time field personnel devoting over ten per cent of their time to safety are as follows: two GS-14's, one GS-13, four GS-12's, and one GS-10. The estimated total man years

devoted to safety is approximately five. The approximated salary expended on both full-time and part-time safety personnel is estimated to be \$57,100. Other expenses paid out in the field of safety are: safety material and equipment, \$1,500; fire detection and sprinkler systems, \$10,000; travel expenses for Headquarters Safety personnel, \$5,000.

II. PROGRAM ACTIVITIES

- a. The Director of Security, responsible by regulation for the implementation of the Safety Program, has designated a Safety Officer to develop and conduct an organized Safety Program. The Safety Officer is assisted by a Deputy, and a secretary is assigned on a permanent basis to support these two professionals. The Agency Safety Committee, chaired by a representative of the Director of Security, with the CIA Safety Officer acting as Executive Secretary/Technical Advisor, meets periodically to: 1) review problems; 2) recommend solutions; and 3) recommend new programs. The results of these meetings are forwarded to the Director of Security for approval, who then directs the CIA Safety

Officer to implement the approved programs and carry out the recommendations of the Safety Committee. The Safety Staff representatives are also members of and attend the scheduled meetings of the Federal Safety Council and the Federal Fire Council, and also serve on the Advisory Board of the Federal Safety Council.

- b. Training given on a periodic basis to Headquarters personnel is as follows:**
 - 1. Semi-annual training for approximately 200 employees in the fields of fire prevention and fire protection.**
 - 2. Intensive training is also given to approximately 20 individuals on an annual basis. This training consists of fire prevention, electrical, industrial and other specialized fields of safety. In addition to the Agency Safety Committee, various offices and field installations have established internal working safety committees through which efforts are made for employee participation in safety programs.**
- c. Accidents are recorded by the Agency's Medical and Personnel Offices with copies forwarded to the Safety**

Staff. If, after the investigation of an accident, recommendations are in order, such recommendations are forwarded to the office concerned in an attempt to preclude recurrences.

- d. In order to obtain compliance with safety regulations, inspections and surveys are conducted and written reports prepared and forwarded to the appropriate components for implementation. In addition, a testing program for toxic, flammable, and explosive gases as well as electrical defects is also conducted. Fire detection and protection systems are tested periodically to insure proper operation. Fires are investigated and written reports prepared containing constructive recommendations to preclude recurrences. Annual fire drills are conducted at the Headquarters Building and other Agency-occupied premises in the Washington, D. C. area. Evacuation plans for fire are prepared, reviewed, and approved. Briefings and training are conducted in fire fighting, operation of resuscitation equipment, electrical safety, general safety, and other phases of safety as the need arises.

- e. The Agency, due to the restrictions imposed upon it, does not participate in the President's Safety Awards or other award programs where the requirements would be to submit data of a sensitive nature.
- f. The problem areas presently indicated and reflected in the Agency statistics for 1963 are Lifting Accidents, Slips and Falls, and Warehouse or Industrial-type accidents.

III. STATISTICAL INDICATORS

Statistics are given to the extent permissible in an unclassified report.

a. Breakdown of accident costs:

Tort Claims (Fiscal Year 1964) - \$4,572.87

Motor Vehicle Damage (Calendar Year 1963) - \$3,489.42

b. The Central Intelligence Agency has been exempted from the BEC Chargeback.

c. Injury frequency rate:

<u>Year</u>	<u>Frequency Rate</u>	<u>Severity Rate</u>
1956	3.45	18.99
1957	2.9	22.46
1958	2.22	29.72
1959	2.4	13.6

<u>Year</u>	<u>Frequency Rate</u>	<u>Severity Rate</u>
1960	2.8	24.6
1961	2.0	28.5
1962	3.3	46.1
1963	2.8	24.1

Agency vehicle frequency rate (Calendar Year 1963):

<u>Number of Accidents</u>	<u>Total Miles</u>	<u>Frequency Rate</u>
43	2, 274, 960	18.9

IV. FUTURE PROGRAM PLANS

To enable the Central Intelligence Agency to improve its Safety Program and meet the goals of Mission SAFETY 70, greater emphasis will be directed towards those problem areas where statistics reveal a rising trend in accidents. These areas will be closely supervised to insure greater compliance with safety recommendations. The Central Intelligence Agency's training program will include in the future safety briefings to all new and old employees in which will be discussed the goals of Mission SAFETY 70. In addition, the officials who plan, administer, and conduct the Agency's program will be instructed to exert further effort, take more effective action, and exercise greater supervisory and managerial leadership in seeking this improvement.